



Department of Military Affairs
2400 Wright Street
PO Box 7865
Madison WI 53707-7865

Scott Walker
Governor

Donald P. Dunbar
Adjutant General

HS Local Table Top Exercise 2015

Grant Announcement

**Applications must be submitted through
Egrants on or before October 27, 2017**



STATE OF WISCONSIN

DEPARTMENT OF MILITARY AFFAIRS

SCOTT WALKER
GOVERNOR

DONALD P. DUNBAR
ADJUTANT GENERAL

Important Contact Information for this Grant Opportunity:

Program/Policy: Michael Jordan (608) 242-3335
michael.jordan@wisconsin.gov

Budget/Fiscal: Rebecca Thompson
Rebecca2.Thompson@wisconsin.gov

Egrants Assistance: Weekdays, 7:30am – 4:00pm
Email: WEMEgrants@egrants.us

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website:

<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Grant Title: HS Local Table Top Exercises 2015

Description: Funding from this grant opportunity will be used to support local table top exercises. This is a special allocation that Wisconsin Emergency Management has available due to 2015 Homeland Security Grant Program funds being turned back on previous exercise grants.

Opportunity Category: Competitive

Important Dates:

Application Due Date:	October 27, 2017
Project Start Date:	December 4, 2017
Project End Date:	May 31, 2018

Anticipated Funding Amount: The dollar amount available under this funding opportunity is \$50,000.

Match/Cost Sharing Requirement: None

Eligibility: Only county and tribal emergency management agencies are eligible to apply for the available funding.

DUNS Number: The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

WEM cannot award grant funds until an active DUNS number is provided.

Eligible Expenses: Allowable exercise costs include travel/training, supplies and operating expenses, and consultants/contractors.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

HS Local Table Top Exercises 2015

Program Description

Exercises are a key element of Wisconsin's Homeland Security strategy to improve emergency responder capabilities. Exercises assist agencies in achieving objective assessments of their response capabilities and help identify areas needing improvement prior to a real incident. Exercises also inform local and statewide planning activities by highlighting needs for future resource allocation. Homeland Security exercise grants are intended to support a statewide exercise program through direct support to tribes, counties and state agencies.

Funding from this grant opportunity will be used to support local table top exercises. This is a special allocation that Wisconsin Emergency Management has available due to 2015 Homeland Security Grant Program funds being turned back on previous exercise grants.

Grant funds may be used to hire contractors/consultants to manage exercise development, execution, evaluation and completion of after-action reports (AARs). Every effort should be made to maximize grant dollars through the coordination of participating agency resources.

If using contractors or consultants, these individuals must be trained in the Homeland Security Exercise and Evaluation Program (HSEEP), and must present evidence that they have prior success in performing the type of exercises they are being contracted to deliver.

A component of after-action reporting includes performance evaluations of contractors and/or WEM exercise officers. The Exercise Evaluation Survey is posted on the WEM website:

<http://emergencymanagement.wi.gov/egrants/forms/Exercise%20Evaluation%20Survey.doc>

All exercises shall follow the state's current Homeland Security strategy which can be found at the following link: <H:\Common\HS Strategy\Wisconsin-Homeland-Security-Strategy-FINAL-20150710.pdf>

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self registration' process

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the WEM website:

<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Michael Jordan at (608) 242-3335 or at Michael.Jordan@wi.gov.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes, No, or N/A (not applicable) to each question.

3. Performance Measures

Enter the number of tabletop exercises that will be conducted during the performance period of this grant.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.); \$7/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual.”)

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project. Hourly rate for training and exercise contractors may not exceed \$50.00/hour. Show the basis of computation for each service requested.

In all remaining sections enter your response into Egrants and do not write “see proposal “.

5. Project Narrative

Provide a clear description of the scenario and scope of the exercise.

Grant recipients must follow HSEEP requirements. Guidelines are published on the WEM website:

http://emergencymanagement.wi.gov/training/Exercise_Resource/HSEEP/HSEEP.asp

Identify which core capabilities (listed below) will be tested.
These are capabilities that were identified in the 2015 Threat and Hazard Identification and Risk Assessment (THIRA) and State Preparedness Report (SPR) as a priority for training and exercising.

Primary:

Logistics and Supply Chain Management.
Mass Care Services
Operational Communications

Cybersecurity
Infrastructure Systems

Secondary:

Community Resilience
Intelligence and Information Sharing
Mass Search and Rescue Operations
Environmental Response/Health/Safety
Public Health, Healthcare and Warning

Critical Transportation
Health and Social Services
Housing
Public Information/Warning
Operational Coordination

For information about the core capabilities, please see FEMA’s website at <http://www.fema.gov/core-capabilities>. If you have questions about core capabilities please contact the WEM exercise officers.

6. Evidence of Need

- Explain the need for this exercise in your jurisdiction. Explain how the exercise addresses the risks and capability gaps that have been identified by the jurisdiction. Describe any risk assessment and capability gap analysis that were done.
- Describe how the exercise is part of a multi-year strategy and also whether or not it is the intent to follow this table top exercise with a functional and/or full scale exercise.

7. Implementation Plan

- List the expected or planned participants for the event including local and state agencies, multiple disciplines and non-governmental organizations.
- If it is your intent to include a WI-CAMS and/or SEOC element in your exercise scenario please indicate so and also briefly describe how this would be accomplished.
- Indicate whether or not you are willing to include a state role including the State Emergency Operations Center (SEOC), in your exercise.
- Explain how the needs and requirements of persons with disabilities will be taken into account in the scenario. **Applications must address this requirement in order to receive funding.**

8. Required Attachments

- Attach a quote if working with a contractor.

NOTE: to attach a document to your Egrants application, you must type "See Attached" in the text box to enable the document attachment tool.

9. Other Funding

Describe any cost sharing that will be a part of this project. Clearly explain what sources of funding in addition to grant funds will be used to conduct this exercise.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:

1. AAR and Improvement Matrix: The exercise AAR is due to WEM within 30 days of completion of the exercise and must include an improvement action plan matrix.
2. Exercise Officer Evaluation Survey: Complete, submit and upload in Egrants the survey with grant close-out documentation.
3. Consultant/Contractor Documentation: A copy of all contracts related to consultants or contractors that are used for any activities funded through this grant must be submitted with grant close-out documentation prior to reimbursement. All contractual agreements must also be uploaded in Egrants.
4. HSEEP for Exercises: All exercises must follow the exercise methodology as directed by HSEEP.

Additional Resources

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <http://emergencymanagement.wi.gov/>
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website. <https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>
- It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.
Email: WEMEgrants@egrants.us